

## How to Search the Food Industry Documents Archive (FIDA)

The Food Industry Documents Archive is hosted by the University of California, San Francisco (UCSF) Industry Documents Library

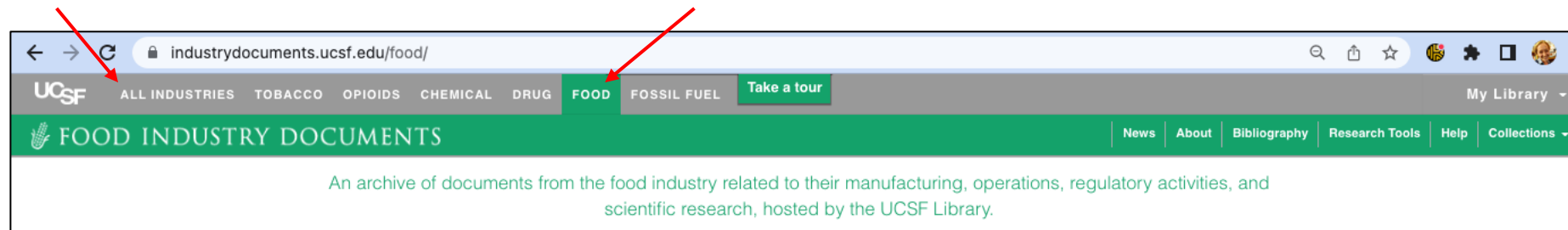
[industrydocuments.ucsf.edu/food](https://industrydocuments.ucsf.edu/food)

### 1. Choose which Archive you'd like to search.

- You can search for documents just within the Food Industry (FIDA) Archive.
- Or, you can select All Industries to search for other documents in the Tobacco, Opioid, Chemical, Drug, or Fossil Fuel Archives.
- **\*Note:** *there are over 16 million documents in All Industries, and not all of them are relevant to food policy.*

Select All Industries here:

Select Food Industry only here:

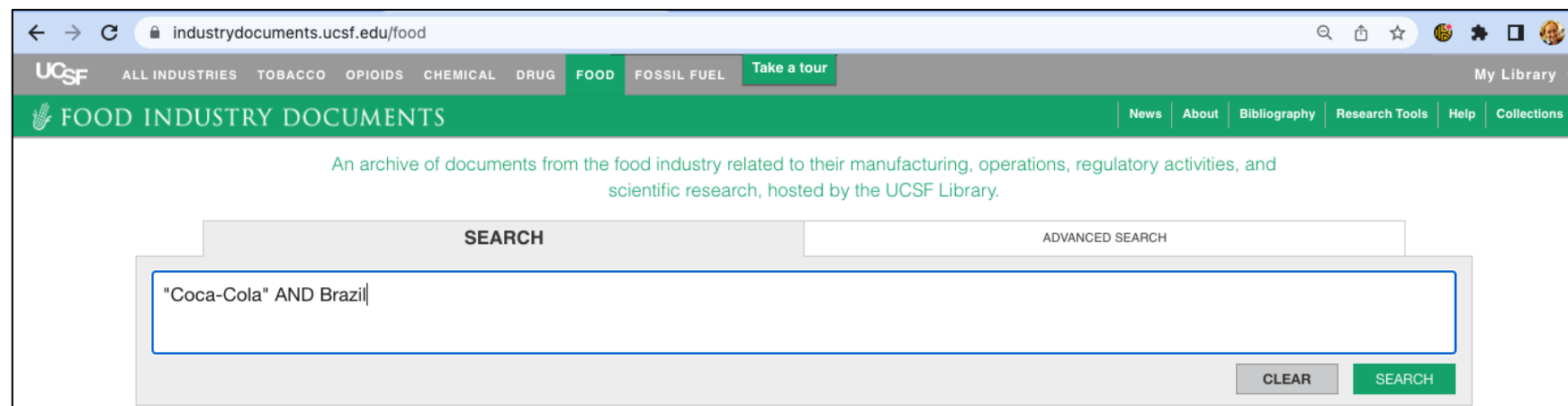


### 2. Identify your search interest.

- What are you searching for? A person or organization? Documents about marketing? Reports created by a particular company?
- Use search terms that are most likely to match the words in the database. Think about terms that are used by industries. For example, "excise tax" may be more commonly used than "soda tax."
- **Tip:** look at the **FIDA Bibliography** to see articles and publications which use the FIDA documents. This can help you find documents which other researchers and food policy experts have used. <https://www.industrydocuments.ucsf.edu/food/biblio>

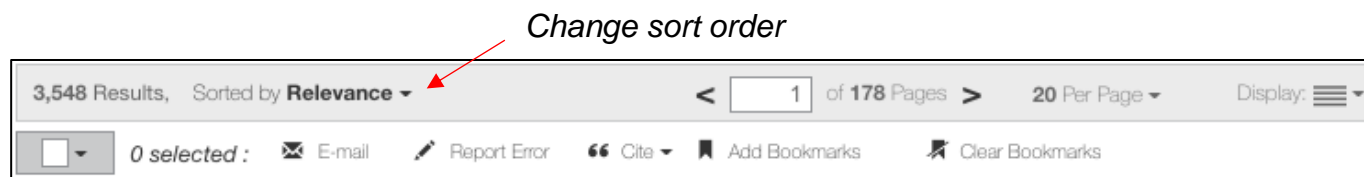
### 3. Start with a simple search.

- Try one or two keywords to bring back some initial results. This will help you find out what kinds of documents are available.
- If you are stuck, try searching for the name of a person or organization. If there are documents in the Archive about that person or organization, you can use the information in those documents to identify additional search terms.
- **Example:** search for documents which mention Coca-Cola and Brazil
  - If there is more than one word, enclose in double quotes. For example, “Coca-Cola”
  - To search for several words that appear in the same document, use AND. For example, “Coca Cola” AND Brazil



### 4. Evaluate your search results.

- What documents do you find? What other names, organizations, or phrases are mentioned?
- The documents are sorted by relevance as the default. You can also sort by Title or by Date.



## 5. Try other search tools.

- Search for a Title or Author using specific metadata fields.
- For example, to find a document authored by Alex Malaspina, (former senior vice president at Coca-Cola) enter **author**, followed by a colon : followed by the **name**. Don't add any spaces.
- **Example:** author:Malaspina
- You can do a similar search if you want to look for a word in the Title of a document.
- **Example:** title:report

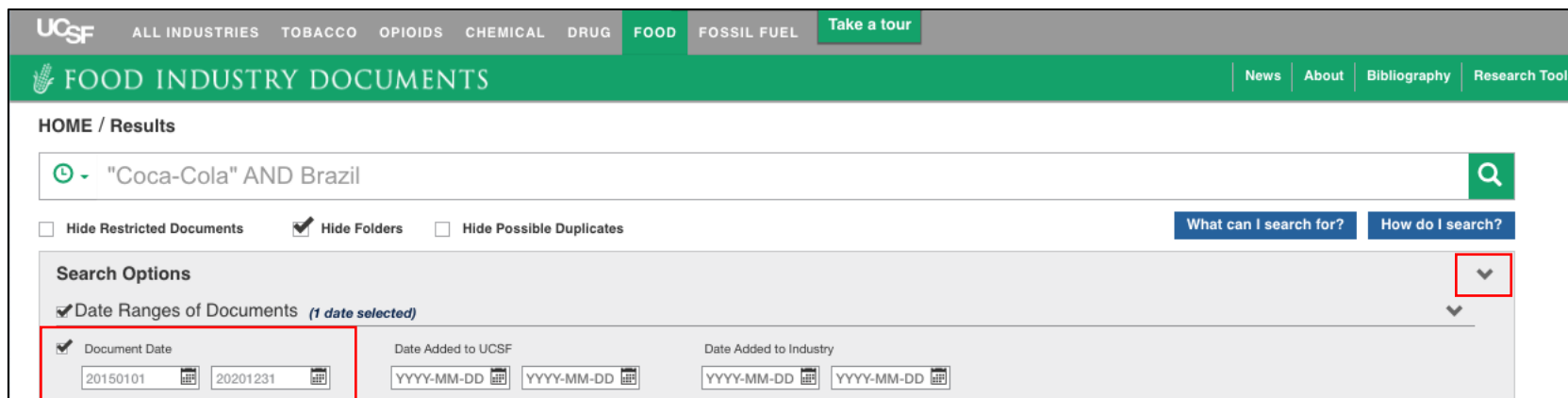
What can I search for?

← Click this button on the FIDA homepage to see metadata fields

How do I search?

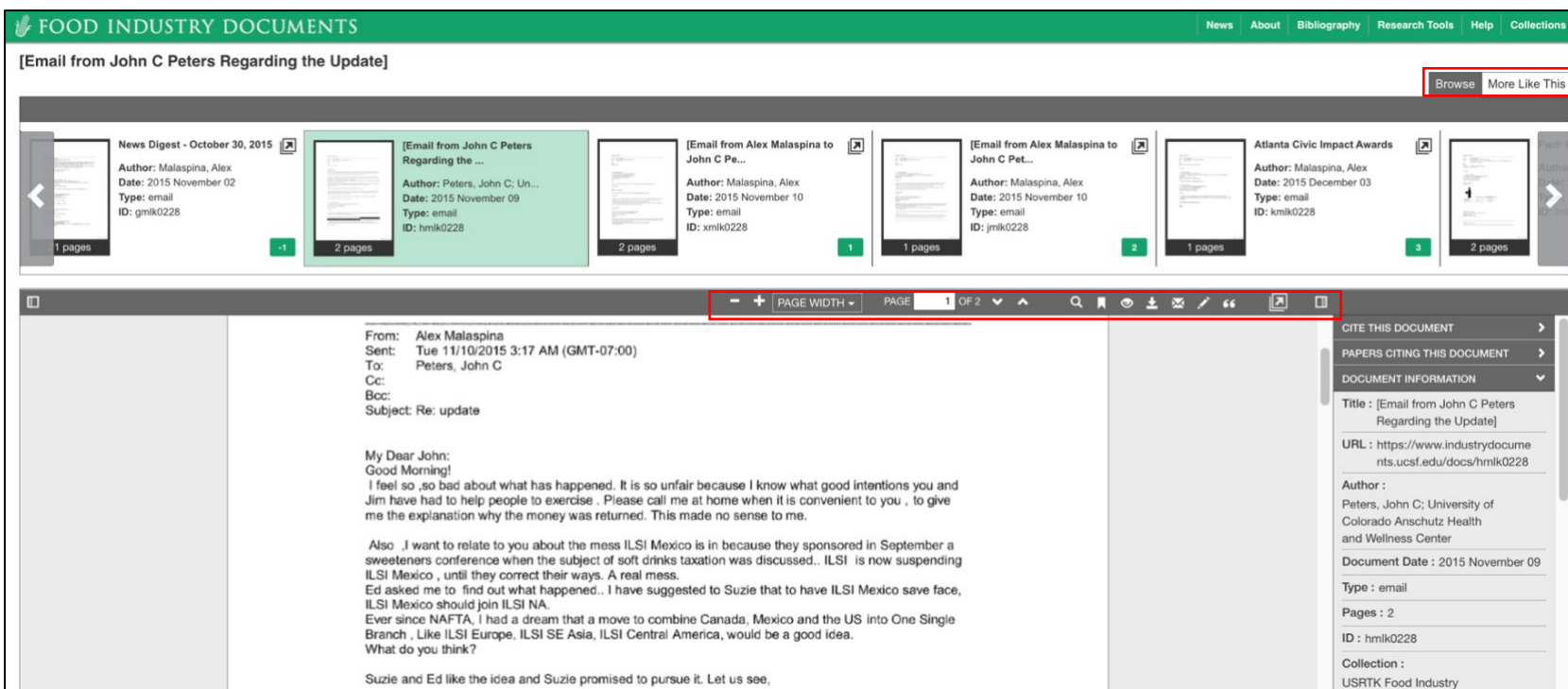
← Click this button on the FIDA homepage for more tips

- To search for documents by date, use the **Date Ranges of Documents** drop-down menu in the Search Options area.
- Enter the date as YYYYMMDD. For example, January 1, 2015 should be entered as 20150101.



## 6. View documents

- From your Search Results page, you can browse a list of documents and see brief descriptions.
  - Click on a document title, or on the PDF image, to view.
- In the Document View, use the available tools:
  - **Browse/More Like This:** to look at other documents in the same collection, or find similar documents.
  - **Document View Tool Bar:** use these tools to search within the document, download, email, or cite.



The screenshot displays the UCSF Industry Documents Library interface. At the top, there is a green navigation bar with the title "FOOD INDUSTRY DOCUMENTS" and a menu with options: News, About, Bibliography, Research Tools, Help, and Collections. Below the navigation bar, the main content area shows a list of documents. The selected document is highlighted in green and has a "Browse" and "More Like This" button next to it. The document list includes:

- News Digest - October 30, 2015 (1 pages)
- [Email from John C Peters Regarding the Update] (2 pages)
- [Email from Alex Malaspina to John C Pe...] (2 pages)
- [Email from Alex Malaspina to John C Pe...] (1 pages)
- [Email from Alex Malaspina to John C Pe...] (2 pages)
- Atlanta Civic Impact Awards (1 pages)

Below the document list, there is a detailed view of the selected document. The document title is "[Email from John C Peters Regarding the Update]". The sender is Alex Malaspina, dated Tue 11/10/2015 3:17 AM (GMT-07:00). The recipient is Peters, John C. The subject is "Re: update". The body of the email contains the following text:

My Dear John:  
Good Morning!  
I feel so, so bad about what has happened. It is so unfair because I know what good intentions you and Jim have had to help people to exercise. Please call me at home when it is convenient to you, to give me the explanation why the money was returned. This made no sense to me.

Also, I want to relate to you about the mess ILSI Mexico is in because they sponsored in September a sweeteners conference when the subject of soft drinks taxation was discussed. ILSI is now suspending ILSI Mexico, until they correct their ways. A real mess. Ed asked me to find out what happened. I have suggested to Suzie that to have ILSI Mexico save face, ILSI Mexico should join ILSI NA. Ever since NAFTA, I had a dream that a move to combine Canada, Mexico and the US into One Single Branch, Like ILSI Europe, ILSI SE Asia, ILSI Central America, would be a good idea. What do you think?

Suzie and Ed like the idea and Suzie promised to pursue it. Let us see,

On the right side of the document view, there is a sidebar with the following information:

- CITE THIS DOCUMENT**
- PAPERS CITING THIS DOCUMENT**
- DOCUMENT INFORMATION**
- Title : [Email from John C Peters Regarding the Update]
- URL : <https://www.industrydocuments.ucsf.edu/docs/hmik0228>
- Author : Peters, John C; University of Colorado Anschutz Health and Wellness Center
- Document Date : 2015 November 09
- Type : email
- Pages : 2
- ID : hmik0228
- Collection : USRTK Food Industry

For more information, click the **Take a Tour** button at the top of the page or contact Industry Documents Library staff at [industrydocuments@ucsf.edu](mailto:industrydocuments@ucsf.edu)

Take a tour

The UCSF Industry Documents Library acknowledges support from the Global Health Advocacy Incubator and funding from Bloomberg Philanthropies to develop this guide. October 2022